

Important Information for Families NEW PROCEDURES FOR FAMILY SHARE

Effective July 1, 2002, the Commission for Children with Special Health Care Needs will assume responsibility for administration of the First Steps Family Share, including billing. Based on your family's income and size, you may be required to make payments toward Family Share from \$20 to \$50 per month to share in the cost of your child's early intervention services. In the past, families participating in Family Share sent their payments to Bluegrass Mental Health/Mental Retardation Board. This is changing in July. Your Family Share bill will be sent to you by the Commission and you will mail your payments to the Commission.

Another change in Family Share is that effective July 2002, families of children with health insurance coverage will receive a monthly Family Share bill. When the amount paid by insurance becomes equal to the annual Family Share amount, then you will no longer receive monthly invoices for the duration of that calendar year (and may receive a refund if Family Share payments exceed the amount paid by your child's insurance.)

Families participating in Family Share will receive an itemized invoice monthly that includes:

- The amount of First Steps Family Share charges incurred during the previous calendar month
- The amount of payments made toward the Family Share account during the previous calendar month
- The current balance of their Family Share account

If your child's insurance makes payments that are not reflected in the Family Share bill, then it is your responsibility to notify the First Steps Financial Case Manager and to provide documentation to show that the payment was made. The Financial Case Manager is [Alicia Dailey](#), (You may email her by clicking on her name or call her at 800-232-1160, ext 316.)

(Please note that children covered under Medicaid are exempted from Family Share. So if your child has both private health insurance and Medicaid, then you do not have to pay Family Share and you will not get a monthly bill.)

Effective immediately (including payment for your June Family Share bill), all checks should be made payable to First Steps-Family Share Billing and mailed to:

CCSHCN
982 Eastern Parkway
Louisville, Kentucky 40217

If you have questions about Family Share, please call your Service Coordinator.